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[Month] [Day], 2014

[Name]  
[Title]  
[Organization]  
[Address]  
[City], Maryland [ZIP]

**Re: Maryland Energy Administration Energy Performance Contracting Assistance Program Commitment of Services**

Dear [Name]:

The Maryland Energy Administration (MEA) won competitive grant funding from the U.S. Department of Energy (DOE) to launch an initiative to help Maryland local governments and public housing authorities (PHAs) implement cost-effective energy efficiency projects that improve facilities, reduce energy consumption, and generate savings. MEA's initiative—the Energy Performance Contracting Assistance Program (EPCAP)—provides intensive “owner’s agent” services to local governments and PHAs to facilitate energy performance contracts (EPCs). EPCs are self-funding financial arrangements that provide cost-effective energy efficiency building retrofits, which are implemented by energy services companies (ESCOs) and financed and paid for solely by savings realized from reduced utility bills.

MEA will offer EPCAP to interested local governments and PHAs at no cost. A local government or PHA that chooses to participate in EPCAP will have access to MEA and a team of expert consultants, free of charge, who have decades of experience in energy efficiency, public housing, EPCs, and financing. MEA and the expert consultants will use funds provided by U.S. DOE to help participating local governments and PHAs manage all aspects of the EPC process as needed.

EPCAP assistance may include, but is not limited to: reviewing facility needs and prequalifications; drafting requests for quotations (RFQs) and requests for proposals (RFPs); selecting contractors; negotiating audits and energy services agreement (ESAs) with ESCOs; reviewing energy audits; overseeing construction; reviewing monitoring and verification (M&V) methodologies; making final inspections; reviewing M&V reports; and identifying applicable grant, loan, and other financial resources.

This letter extends a commitment of EPCAP assistance from MEA to [Organization]. Your signature will indicate [Organization]'s willingness to engage MEA in EPCAP. This letter does not obligate [Organization] to enter into an EPC with an ESCO or a contractual relationship with any vendors, including MEA's team of expert consultants. However, [Organization] could require assistance beyond what EPCAP can provide to take full advantage of certain financial resources such as Energy Policy Act of 2005 (EPA) Section 179D tax rebates.

Your signature also signifies your understanding that EPCAP is voluntary and that MEA and its team of consultants are not responsible for any liabilities that may arise with regard to [Organization] engaging with an ESCO or implementing an EPC.

MEA will not provide EPC services to [Organization] or purchase any energy efficiency equipment or measures. MEA will not pay any contractors or vendors your organization might need to 1) participate in EPCAP, 2) take full advantage of opportunities or financial resources identified by EPCAP, 3) engage an ESCO, or 4) implement an EPC. EPCAP and all assistance provided by MEA and its team of expert consultants will conclude by January 29, 2016, or when U.S. DOE funds are exhausted to provide owner's agent services, whichever occurs first.

MEA looks forward to working with you and helping [Organization] realize the cost and energy-saving benefits from cost-effective energy efficiency projects. Additional information is available online at [energy.maryland.gov](http://energy.maryland.gov). Please feel to direct any questions to Daniel Bresette at (410) 260-7655 or [daniel.bresette@maryland.gov](mailto:daniel.bresette@maryland.gov).

**MARYLAND ENERGY ADMINISTRATION**

\_\_\_\_\_  
Abigail Ross Hopper, Esq.

**ACCEPTED:**  
**[ORGANIZATION]**

\_\_\_\_\_  
[Name]  
[Title]

this \_\_\_\_ day of \_\_\_\_\_, 2014.